

General Expense Reimbursement



Employee Name: **Harishchand Maskare**
 ID:
 Manager Name: **Mr. Gaurav Shah**
 Department: **Hardware and Network**

Expense Period
 From: **1st Oct 2024**
 To: **7th Oct 2024**

Itemized Expenses

DATE	Discription	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
2-Oct-24	office to Chinchwad to Office====> Camera Issues	Travel	38	No	190
3-Oct-24	Office to Pune shop to satara road to Kothrud to office to Chinchwad to Office====>camera issues, cam issues fire issues security issues	Travel	68	No	340
	Thergaon to Pune station(Belgaon Tour)	Auto	20	No	200
	Pune to Miraj(Me & Vishal)	Train	1	Yes	1724.5
4-Oct-24	Miraj to Belgaon(Me, Vishal & Amit)	Train	1	Yes	448.15
	Break Fast (Me, Vishal & Amit)	Travel	1	Yes	140
	Lunch (Me, Vishal & Amit)	Travel	1	Yes	560
	Dinner (Me, Vishal & Amit)(950)	Travel	1	Yes	740
5-Oct-24	Breakfast (Me, Vishal & Amit)	Food	1	Yes	239
	Lunch (Me, Vishal, Sai & Amit)		1	Yes	570
	Dinner (Me, Vishal,Sai & Amit)	Food	1	Yes	510
6-Oct-24	Break Fast (Me, Vishal,Sai & Amit)	Food	1	Yes	210
	Lunch (Me, Vishal,Sai & Amit)	Food	1	Yes	610
	Dinner (Me, Vishal,Sai & Amit)	Food	1	Yes	565
7-Oct-24	Break Fast (Me, Vishal,Sai & Amit)	Food	1	Yes	150
	Lunch (Me, Vishal,Sai,Pradeep & Amit)	Food	1	Yes	710
	Dinner(Me, Vishal,Sai,Pradeep & Amit)	Food	1	Yes	749

SUBTOTAL ₹ 8,655.65

Less Cash Advance

TOTAL REIMBURSEMENT ₹ 8,655.65

Don't forget to attach receipts!

Date of submission	Signature of Emplpyoee	Signature of Authorised

Ticket Confirmation

Dear HARISHCHAND MASKARE(User Id: Lucky5602),

Thank you for using IRCTC's online rail reservation facility. Your booking details are indicated below.

PNR No. :	8223931131	Train No. / Name :	01023 / PUNE KOP SPECIAL	Quota :	GENERAL
Transaction ID :	100005289592703	Date & Time of Booking :	02-Oct-2024 10:09:46 PM HRS	Class :	THIRD AC
From :	PUNE JN (PUNE)	Date of Journey :	03-Oct-2024	To :	MIRAJ JN (MRJ)
Boarding At :	PUNE	Date Of Boarding :	03-Oct-2024	Scheduled Departure* :	03-Oct-2024 21:45
Reservation Up to :	MIRAJ JN (MRJ)	Scheduled Arrival :	04-Oct-2024 03:17	Adult: 2	Child: 0
Passenger Mobile No :	9907204030	Distance :	279KM	Insurance (No. of Psng) :	2

Passenger Details

Sl. No.	Name	Age	Gender	Catering Service Option	Status	Coach	Seat / Berth / WL No
1	HARISHCHAND MASK	36	Male	N/A	CNF	B3	17
2	VISHAL KOLI	34	Male	N/A	CNF	B3	20

Fare Details (Inclusive of GST)

Ticket Fare	Convenience Fee	Travel Insurance Premium	Total Fare
Rs. 1700.00	Rs. 23.60	Rs. 0.90	Rs. 1724.50 *

* Payment Gateway charges as applicable.

Ticket Confirmation

Dear HARISHCHAND MASKARE(User Id: Lucky5602),

Thank you for using IRCTC's online rail reservation facility. Your booking details are indicated below.

PNR No. :	8912147402	Train No. / Name :	17318 / DR HUBBALLI EXP	Quota :	GENERAL
Transaction ID :	100005289592734	Date & Time of Booking :	02-Oct-2024 10:13:33 PM HRS	Class :	SLEEPER CLASS
From :	MIRAJ JN (MRJ)	Date of Journey :	04-Oct-2024	To :	BELAGAVI (BGM)
Boarding At :	MRJ	Date Of Boarding :	04-Oct-2024	Scheduled Departure* :	04-Oct-2024 05:50
Reservation Up to :	BELAGAVI (BGM)	Scheduled Arrival :	04-Oct-2024 08:10	Adult: 3	Child: 0
Passenger Mobile No :	9907204030	Distance :	138KM	Insurance (No. of Pangs) :	3

Passenger Details

Sl. No.	Name	Age	Gender	Catering Service Option	Status	Coach	Seat / Berth / WL No
1	HARISHCHAND MASK	36	Male	N/A	CNF	S2	9
2	AMIT KULKARNI	36	Male	N/A	CNF	S2	12
3	VISHAL KOLI	34	Male	N/A	CNF	S2	10

Fare Details (Inclusive of GST)

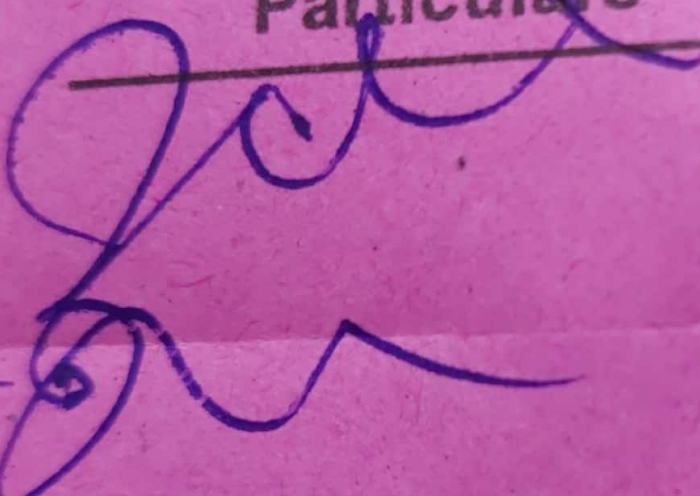


Ticket Fare	Convenience Fee	Travel Insurance Premium	Total Fare
Rs. 435.00	Rs. 11.80	Rs. 1.35	Rs. 448.15 *

* Payment Gateway charges as applicable.

HOTEL SANGAM

Khade Bazar, BELAGAVI.

Date:.....

Particulars	Amount
	600
	200
	100
	500

~~TOTAL~~

1400

HOTEL

GSTIN : 29AABFV2153L1ZX

GREEN
RESTAURANT

T-2 CASH - MEMO

Shivanand Plaza, Khade Bazar, BELAGAVI-1. Tel. 0831-4200861

Date : 4/10/24

No.

4029 122

Particulars	Amount
1 veg Bhuna masala	140
6 Chapati	90
2 Teera Rice	200
1 Dal Tadka	130
560 40 - m/w <u>600</u>	560
TOTAL	
SGST 5%	
CGST	
GRAND TOTAL	560

PAID

W.No.

T.No.

Sign.

Please Check the Bill before Payment.

Kailash Parbat

CTS No 1892/1 & 1892/2A, Shakti
Square, Shree Devang Math Rd, Old
Huns Talkies Road, B. Iggaum.

PH: 895189

GSTIN: 29AAG12878A1ZR

Name:

Date: 04/10/24 Dine In: 16
21:57

Cashier: 44 Bill No.: 12878

Item	Qty.	Price	Amount
Mushroom Masala	1	289.00	289.00
Tandoori Roti (Plain)	4	39.00	156.00
Tandoori Roti (Butter)	2	49.00	98.00
Hyderabadi Dum Biryani	1	299.00	299.00
Mineral Water	1	20.00	20.00

Total Qty: 9 Sub Total: 1082.00
Service Charge 47.10
CGST 2.5% 27.63
SGST 2.5% 22.63

Round off -0.36

Grand Total ₹ 950.00

FSSAI Lic No. 11223304001595

Thank you visit again!!!

TUNKUR TATTE IDLI
BESIDE SAMAJ DEVI TEMPLE
BELAGAVI.

CASH/BILL

TBL 0000
NO.000154

CVR 01 WTR 00
05-10-2024

DESCRIPTION	QTY	RATE	AMOUNT
MINI BREAK FAST	1.00	99.00	99.00
SET DOSA	2.00	70.00	140.00

CASH ₹ 239.00

THANK YOU...VISIT AGAIN...

C 3 10:26:58 H/C NO 1

CHARAKA MESS

S.P.OFFICE ROAD, OPP: STATE EXCISE OFFICE,
BELAGAVI.

GSTIN: 29AAYPH3927M1ZT.

CASH/BILL

NO. 34

0 SLM- 0 05-10-24

DESCRIPTION

QTY

RATE

AMOUNT

MEALS

3.00

160.00

480.00

BUTTER MILK

3.00

30.00

90.00

CASH

570.00

THANK YOU... VISIT AGAIN.....

C 6

N/C NO

1

HOTEL

GSTIN : 29AABFV2153L1ZX

GREEN
RESTAURANT**CASH - MEMO**

Shivanand Plaza, Khade Bazar, BELAGAVI-1. Tel. 0831-4200861

Date :

5/10/2024

No.

4045 + 12

Particulars	Amount
1/2 chips	70
1 veg khp-	150
2 wot tooke-	130
4 chopoltr	60
1 Jeera mlu-	100
1 mlw - 20	
PAID	510
530 TOTAL	
SGST 5%	
CGST	
GRAND TOTAL	510

W.No.

T.No.

Sign.

Please Check the Bill before Payment.

HOTEL SANGAM

Khade Bazar, BELAGAVI.

Date:

Particulars

Amount

PAID

TOTAL

20
20
50
20
210

HOTEL SHIVA SAGAR

MARUTI GALLI, BELAGAVI

PH. 8431032406 GSTIN. 29EFHPS024/R1ZK

PH. 9880906144

TBL 0011 KT-04 CUR 01 WTR 00
NO. 0000009 06-10-2024

DESCRIPTION	QTY	RATE	AMOUNT
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TANDOORI ROTI	4	20.00	80.00
BUTTER KULCHA	2	30.00	60.00
PANEER LASOONI	1	210.00	210.00
BUTTER MILK	3	30.00	90.00
WATER 1L.	1	20.00	20.00
VEG BIRYANI	1	150.00	150.00

CASH

₹ 610.00

THANK YOU VISIT AGAIN

C 1

15:13:46

1

HOTEL SHIVA SAGAR

MARUTI GALLI, BELAGAVI

PH. 8431032406 GSTIN. 29EFHPS0247R1ZK

PH. 9880906144

TBL 0002 KT-05

CUR 01 WTR 00

NO. 000037

06-10-2024

DESCRIPTION	QTY	RATE	AMOUNT
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MASALA PAPAD	1	30.00	30.00
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VEG PESHAWARI	1	200.00	200.00
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TANDOORI ROTI	5	20.00	100.00
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BUTTER ROTI	1	25.00	25.00
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LACHA PARATHA	1	40.00	40.00
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WATER 1L.	2	20.00	40.00
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DAL KITCHDI	1	130.00	130.00
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CASH

₹ 565.00

THANK YOU VISIT AGAIN

C 1


22:47:55

1

HOTEL SANGAM

Khade Bazar, BELAGAVI.

Date:.....

Particulars	Amount
	150

TOTAL

HOTEL SHIVA SAGAR

MARUTI GALLI, BELAGAVI

PH. 8431032406 GSTIN. 29EFHPS0247R1ZK

PH. 9880906144

TBL 0006 KT-03

CUR 01

WTR 00

NO. 000008

07-10-2024

.....
DESCRIPTION

QTY

RATE

AMOUNT

.....
VEG MANCHURI

1 130.00

130.00

VEG THALI

3 160.00

480.00

SPL. PAU BHAJI

1 80.00

80.00

WATER 1L.

1 20.00

20.00

.....
CASH

₹ 710.00

THANK YOU VISIT AGAIN

C 1

15:33:10

1

Madhuban Restaurant
Khanapur road Shastri Nagar
Belagavi

CASH MEMO

Bill No:543

Date:07-10-2024

TABLE NO.08

Time:22:05:26

Waiter:

Customer:

SN	ITEM	QTY	RATE	AMOUNT
1	Kaju Masala	1	239	239
2	Kulcha	4	30	120
3	Roti	6	20	120
4	Jira rice	1	110	110
5	Dal Tadka	1	120	120
6	Mineral Water	2	20	40
NET AMOUNT:				749

Thank You.....